

INVITATION TO BID

Tenders are hereby invited from suitably experienced registered service providers to submit proposals to the Cape Town International Convention Centre Company SOC Ltd (RF)(CTICC) for the following tender:

CTICC

BID NUMBER	SCORING MECHANISM	NON-COMPULSORY BRIEFING SESSION DETAILS		
		DATE	TIME	VENUE
CTICC 007/2017 PROVISION COMPLETE BUSINESS AND EVENT BASED COFFEE SOLUTION INCLUSIVE OF DISPENSING EQUIPMENT	90/10 90 = PRICE 10 = BBBEE STATUS	27 SEPTEMBER 2016	09H00	BOARDROOM G

The tender will be evaluated on the below functionality criteria. The minimum threshold of **70** is required for functionality, in order to be regarded as responsive.

FUNCTIONALITY / QUALITY CRITERIA	SUB CRITERIA	POINTS PER SUB-CRITERIA	MAXIMUM NUMBER OF POINTS
TENDERER EXPERIENCE	The service provider must provide proof of providing complete business and event based coffee solution inclusive of dispensing equipment to the hospitality/ catering industry, that caters for large conference/meetings/events establishments, preferably 4/5 star facilities, to the value of R 3 500 000 per annum.	20	30
	The service provider must be able to provide 3 contactable references	10	
EXPERIENCE OF KEY PERSONNEL	The service provider must submit CV's of the following personnel: - Project Manager - Coffee Specialist - Service Technicians	10	10
TRAINING PLAN	Approach and methodology for training and submission of a detailed training plan	10	10
QUALITY CONTROL PROCEDURES AND PRACTICES	- The service provider must provide proof sustainability and environmental practices policy in place. - Proof of certification to association memberships (for example Fairtrade) will be advantageous. - It will be advantageous to supply locally sourced and roasted coffee beans. - Samples of medium, high and premium quality coffee beans as well as a liquid coffee option must be submitted for the evaluation of the taste profile.	50	50
TOTAL POINTS FOR FUNCTIONALITY			100

Tenderers must be registered on the CTICC – and Central Supplier Databases. Tenderers who are not registered on the CTICC- and CSD Databases are not precluded from submitting tenders, but must however be registered prior to the closing date of this tender to be responsive. Tenders documentation can be purchased at a **non-refundable cash fee of R 200 per document** during office hours, which will be made available on request as from date of advertisement.

The following personnel may be contacted only in writing in respect of enquiries with the following subject line: **“CTICC 007/2017 – Enquiries”**

- General enquiries: Eben Lewis at eben@cticc.co.za;
- Technical enquiries: Hitesh Panchal at hitesh@cticc.co.za

Tenders may only be submitted in hard copy on the bid documentation that has been issued. The completed original bid documents must be placed in a sealed envelope – clearly stating the bid number (**CTICC 007/2017: PROVISION COMPLETE BUSINESS EVENT BASED COFFEE SOLUTION INCLUSIVE DISPENSING EQUIPMENT**) and the name of tenderer. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre.

The closing time for receipt of tenders is **12:00** on **Friday, 21 October 2016**.

Telegraphic, telephonic, telex, facsimile, electronic mail and late quotations will **not be accepted**. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the instructions to bidders. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals. The CTICC reserves the right to accept any tender in full or a part thereof. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.